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Bulletin Number	3411BR
Type of Recruitment	Open Competitive Job Opportunity
Department	Mental Health
Position Title	MANAGEMENT ANALYST
Additional Title	Community Organizational, Planning and Administration (COPA)
Exam Number	21848A
Filing Type	Standard
Filing Start Date	04/02/2012
Filing End Date	06/01/2012
Filing End Time	5:00 pm PST
Salary Type	Monthly
Salary Minimum	4345.45
Salary Maximum	5699.55
Position/Program Information	Incumbents in this class receive general supervision while independently carrying out a variety of routine to moderately complex assignments, and more direct supervision during the performance of complex assignments. Each require the use of established research and analytical methods and techniques and sound professional judgment to analyze related problems and issues and identify and select the most appropriate course of action from a set of alternatives. Recommendations made at this level impact higher-level staff and management decisions.
Essential Job Functions	<p>Analyzes the administration of a Countywide mental health or public health program during one or more phases of development, implementation, and evaluation.</p> <p>Assists in the development of policies, procedures, standards, and guidelines to support centrally-administered programs.</p> <p>Assists in formulating program modifications and develops corrective action plans for quality assurance based on program evaluations.</p> <p>Assists and supports ongoing and cyclical program budgetary and financial analysis as part of program evaluation and contract negotiations.</p> <p>Assists in planning and implementing projects in specialized areas of mental health and public health services including identifying system and community barriers to the implementation of Countywide programs.</p> <p>Researches and drafts requests for proposals and requests for services as part of new and renewed grants and assists in negotiating details with other governmental agencies.</p> <p>Designs graphical presentations and delivers to management, community groups, and contract agencies concerning program</p>

development, implementation, and evaluation plans.

Prepares records, reports, and mechanisms for the purpose of monitoring the fidelity of a program or project with respect to adherence to budgetary plans, evidence-based practices, outcomes, and other pertinent objectives.

Requirements

Selection Requirements:

A Master's degree* in Social Work from an accredited** college or university with a concentration in Community Organizational, Planning and Administration (COPA).

Physical Class

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

**License(s)
Required**

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**Special
Requirement
Information**

PLEASE NOTE THAT APPLICANTS WHO WILL MEET THE REQUIREMENTS BY THE END OF JUNE 30, 2012 MAY ALSO APPLY AND MUST CLEARLY STATE THE EXPECTED DATE OF GRADUATION ON THE EMPLOYMENT APPLICATION TO QUALIFY, BUT WILL BE WITHHELD FROM CERTIFICATION UNTIL ALL REQUIREMENTS ARE MET AND A COPY OF DEGREE OR OFFICIAL TRANSCRIPTS ARE SUBMITTED. ALL OTHER APPLICANTS MUST EITHER UPLOAD THE REQUIRED DOCUMENTS AS ATTACHMENTS DURING APPLICATION SUBMISSION OR FAX A PHOTOCOPY OF THE REQUIRED DOCUMENTS TO (213) 637-5892 WITHIN FIVE (5) BUSINESS DAYS OF FILING ONLINE. PLEASE SEND IT ATTENTION, FRANCIS MAN, AND INCLUDE THE EXAM NUMBER AND EXAM TITLE. FAILURE TO SUBMIT A COPY OF DIPLOMA OR A COPY OF OFFICIAL TRANSCRIPTS WILL RESULT IN APPLICATIONS BEING REJECTED.

***In order to receive credit for Master degree, you must include a legible copy of the official diploma, office transcripts, or official letter from the accredited institution which shows the area of specialization with your application at the time of filing.**

Applicants claiming Veteran's credit need to submit a copy of a DD214 form for review and consideration of additional points.

**Accreditation
Information**

Accreditation: Accredited** institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

**Examination
Content**

This examination will consist of a two (2) part written test weighted 100%.

PART 1: A Broad-Based Employment Skills Tests (BBEST) general ability written test covering written expression, data analysis & decision-making/mathematics, and reading comprehension.

PART 2: A Work Styles Assessment (WSA) administered in a computerized multiple-choice written test format designed to assess the following job-related competencies of deductive reasoning ability, professional potential, achievement, independence, influence, confidence and optimism, and reliability.

Candidates that have taken any identical **BBEST** for any of the following exams within the last twelve (12) months will have their scores automatically transferred to this examination UPON ACCEPTANCE OF THEIR ONLINE APPLICATION):

Deputy Compliance Officer (Exam No. 162),
Management Analyst/Contracts (Exam No. 147),
Principal Analyst, HR-Test Research (Exam No. 182), and
Information Technology Manager (Exam No. 168).

Candidates that have taken any identical **WSA** for any of the following exams within the last twelve (12) months will have their scores automatically transferred to this examination UPON ACCEPTANCE OF THEIR APPLICATION:

Deputy Compliance Officer (Exam No. 162),
Human Resources Analyst III (Exam No. R1912O), and
Management Assistant/Administrative Intern (Exam No. 126).

THIS EXAMINATION CONTAINS TEST PARTS THAT MAY BE USED IN THE FUTURE FOR NEW RECRUITMENTS OR OTHER CLASSIFICATIONS. YOU MAY BE REQUIRED TO TRANSFER YOUR SCORES TO THE NEW EXAMINATION AND MAY NOT BE ALLOWED TO RE-TAKE ANY IDENTICAL TEST PARTS FOR AT LEAST A YEAR.

ALL OTHER CANDIDATES MUST TAKE THE WRITTEN TEST AND WSA. THE WRITTEN TEST AND WSA IS NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

CANDIDATES MUST ACHIEVE A PASSING SCORE OF 70% OR HIGHER ON THE EXAMINATION IN ORDER TO BE PLACED ON THE ELIGIBLE LIST.

This examination contains test parts that may be used in the future for new examinations. You may be required to transfer your scores to the new examination and may not be allowed to re-take any identical test parts for at least a year.

**Special
Information**

Study guides and other test preparation resources are available to help candidates prepare for employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at <http://hr.lacounty.gov/>. Please click on Job Info Center, then click on Employment Test Preparation.

Past and present mental health clients and family members are encouraged to apply.

**Vacancy
Information**

The resulting eligible list for this examination will be used to fill vacancies in the Department of Mental Health.

Eligibility Information The names of candidates receiving a passing grade in this examination will be placed on the eligible list in the order of their score group for a period of twelve (12) months following the date of promulgation.

Retake: No person may compete for the examination more than once in every twelve (12) months.

Available Shift Any

Application and Filing Information

INSTRUCTIONS FOR FILING ONLINE: Applicants must submit their applications by 5:00 p.m., PST, on FRIDAY, JUNE 1, 2012.

Applicants are required to submit a standard Los Angeles County Employment Application online only to be considered for this examination. Paper applications and/or resumes cannot be accepted in lieu of online applications, although resumes may be uploaded as attachments to online applications. Applications will not be accepted by mail, fax, or in person.

The acceptance of your application depends on whether you clearly show that you meet the Selection Requirement. Please fill out the application completely and correctly so that you will receive full credit for related education. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, and dates completed. For each job held give the name and address of your employer, your job title, beginning and ending dates, the number of hours worked per week, description of work performed, your role, level of involvement, independence, size of organization, complexity, and level of accountability surrounding your experience, and salary earned.

APPLY ONLINE BY CLICKING ON THE LINK ABOVE OR BELOW THIS BULLETIN THAT READS, "APPLY TO JOB" STARTING MONDAY, APRIL 2, 2012 THROUGH FRIDAY, JUNE 1, 2012 BY 5:00 P.M., PST SO YOU CAN TRACK THE STATUS OF YOUR APPLICATION AND GET NOTIFIED OF YOUR PROGRESS BY EMAIL.

Each candidate's background will be evaluated on the basis of information submitted at the time of filing to determine the level and scope of the candidate's preparation for this position as it relates to meeting the selection requirement. All information supplied by applicants is subject to verification.

Applications may be rejected at any stage during the selection process.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:

For candidates who may not have regular access to a computer or the Internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD: All applicants must file their application online using their OWN user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

SOCIAL SECURITY NUMBER: All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

County of Los Angeles Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[GENERAL EXAMINATION INFORMATION](#)

OR

Visit <http://dhr.lacounty.info> to view the above information. Click on Career Opportunities' Tab, and then click on General Examination Information Tab.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Department Contact Name

Francis Man

Department Contact Phone

(213) 637-0793

Department Contact Email

fman@dmh.lacounty.gov

ADA Coordinator Phone

(213) 738-2823

Teletype Phone

(800) 735-2922

California Relay Services Phone

(800) 735-2922

Job Field

Social Services

Job Type

Technicians

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